



## SAN ANTONIO INDEPENDENT SCHOOL DISTRICT Administrative Procedures

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### **ACCEPTABLE USE PROCEDURE FOR EMPLOYEES AND PARENTS: COMPUTER, TELECOMMUNICATION AND INTERNET ACCESS**

This procedure applies to all the District's electronic communication systems (hereinafter "ECS") including, but not limited to: computer and telecommunication resources and services, computer networks, host computers, file servers, workstations, stand alone computers, laptops, software, and internal or external communications networks, Internet, intranet, commercial online services, bulletin board systems, e-mail, telephones, facsimile machines, PDA's and new technologies as they become available.

ECS access is available to District employees, and limited ECS use is available to District students. Limited use of the Internet is available to parents as well.

ECS shall be used for administrative and instructional purposes only and shall be subject to officially approved monitoring at all times without prior notice or warning. ECS users shall have no expectation of privacy when using ECS even if the ECS is password protected.

#### **PRIVILEGE**

The use of and access to ECS, including the Internet and electronic mail, is a privilege, not a right. Inappropriate use may result in cancellation of the privilege and may lead to disciplinary action up to and including termination. Further, illegal use of ECS, including the internet and electronic mail, may lead to criminal prosecution. SAISD will determine appropriate use and may restrict access and/or deny, revoke, suspend, or close any user account at any time based upon its determination of inappropriate use by an account holder or user.

Employee use of ECS shall be conditioned on acknowledgement of District policy and procedure and a signed *Employee Acceptable Use Procedures: Computer, Telecommunications, and Internet Access Acknowledgement Form* [FORM D5-B]. Parent use of the Internet shall also be conditioned on acknowledgement of District policy and procedure and a signed Parent Acceptable Use Procedure for Internet Access Acknowledgement form. (Form D5-C).

Student use of ECS shall be conditioned on the return of a completed and signed Parent Permission/Student Use Agreement form.

#### **ACCESS TO E-MAIL AND THE INTERNET**

1. The principal/department head shall ensure that all employees have been informed of these procedures and rules and acknowledge the receipt of this information by completing the *Employee Acceptable Use Procedures: Computer, Telecommunications, and Internet Access Acknowledgement Form* [FORM D5-B].
2. Those who use District e-mail services are expected to comply with state and federal laws, with this and other District policies and procedures, and with normal standards of professional and personal courtesy and conduct.
3. Principals/department heads shall authorize access for employees.

4. District email services shall be used for administrative and instructional purposes only and shall be subject to officially approved monitoring at all times without prior notice. Electronic mail users shall have no expectation of privacy when using district email even if the district email account is password protected.
5. Users shall be mindful and comply with the District's records management control schedule regarding the retention and destruction of electronic records, including but not limited to, email. Any doubts about a retention period should be directed to the records management officer.
6. Any user identified as a security risk or having a history of inappropriate use of other computer systems may be denied access to the ECS, including the Internet and email.
7. All users of computer resources shall be aware of the finite capacity of the system and shall abide by any quotas established to ensure availability for all users.
8. The District's right to inspection, monitoring, or disclosure of e-mail exists at all times, for any reason, but specifically:
  - a. when required by law;
  - b. when there is substantiated reason to believe that violations of law or of District policies have taken place;
  - c. when there are compelling circumstances; or
  - d. under time-dependent, critical operational circumstances.
9. E-mail delivered to an employee's District email account or email created or accessed by a District employee on a District computer or through use of a District email account, whether on a District computer or not, is considered a public document pursuant to the Texas Public Information Act (hereinafter "TPIA") and can be requested and released under the Act. Additionally, said email can be inspected and/or obtained by the District at any time and for any reason and specifically for the reasons listed in 8(a) through 8(d) above.

#### USAGE RULES ("Netiquette")

ECS resources are electronic tools to enhance communication. As a responsible member of the school community and a role model to students, you are expected to act in accord with the following general guidelines based on common sense, common decency, and civility applied to the networked computing environment. **The rules listed in this section are not all-inclusive, but are only illustrative and representative.** All users of ECS shall comply with the following rules:

#### Acceptable Use

1. The use of all ECS resources must be in support of education and research and consistent with the educational objectives of SAISD.
2. All ECS (including e-mail, facsimiles, etc.) and all communication and information transmitted by, received from, or stored in District ECS are the property of the District. As such, they are to be used only for job-related purposes.
3. District e-mail accounts shall be issued only to District employees and students.
4. District e-mail services shall not be provided to individuals or organizations outside the District.
5. District e-mail services may not be used for: unlawful activities, commercial purposes not under the auspices of the District; personal financial gain; personal use; or uses that violate other District policies or guidelines.
6. E-mail users shall not give the impression that they are representing, giving opinions, or otherwise making statements on behalf of the District unless they are appropriately authorized to do so.
7. District e-mail users shall not employ a false identity when using District e-mail resources.
8. District ECS resources, Internet sites such as, but not limited to, Facebook, Youtube, and Myspace and other blogging sites shall not be used for purposes that could reasonably be expected to cause, directly or indirectly, harm or embarrassment to the District through a student or employees use of the site or their reference to the District or a district employee on the site.

9. Use of these and similar sites in an inappropriate way or in a way that causes harm or embarrassment to the District, a student or employee will result in disciplinary action.
10. District ECS resources shall not be used to make any physical or terroristic threats against anyone or anything.
11. District e-mail services shall not be used for purposes that could reasonably be expected to cause, directly or indirectly, excessive strain on any computing facilities, or unwarranted or unsolicited interference with others' use of e-mail systems. Such uses include, but are not limited to, the use of e-mail services to:
  - a. send or forward e-mail chain letters;
  - b. "Spam", that is, to exploit listservers or similar broadcast systems for purposes beyond their intended scope to amplify the widespread distribution of unsolicited e-mail; and
  - c. "letter-bomb", that is, to resend the same e-mail repeatedly to one or more recipients to interfere with the recipient's use of e-mail.
12. Users may not post or transmit any message, data, image or program that would violate the property rights of others, including unauthorized copyrighted text, images, or programs or that would disparage or threaten others.
13. All e-mail accounts shall be used only by the authorized user.
14. All e-mail users shall follow the accepted "*netiquette for e-mail*" which includes, but is not limited to, the following actions:
  - a. All e-mail messages should meet the same standards for distribution or display as if they were tangible documents or instruments. Identify yourself clearly and accurately in all electronic communications. Do not alter the source of e-mail.
  - b. District ECS and email specifically, are not guaranteed to be private. People who operate the system do have access to mail. Messages relating to or in support of illegal or inappropriate activities will be reported to the authorities.
  - c. Promote efficient use of network resources consistent with the instructional, research, public service and administrative goals of the District. Refrain from engaging in any use that would interfere with work or disrupt the intended use of network resources, such as sending chain letters, broadcast messages, or unwanted material.
  - d. E-mail and other network resources may not be used for commercial purposes or for personal financial gain.
  - e. Be polite. Users shall not send, or encourage others to send, abusive messages.
  - f. Use appropriate language. Users shall not swear or use vulgarities or other inappropriate language.
  - g. Be aware that if you chose to transmit credit card numbers, account numbers of any kind, Social Security numbers, home addresses or phone numbers, or any other personal information about yourself using District ECS, especially over the Internet or e-mail, you do so at your own risk and the District is not liable for any loss, misuse or theft of said information.
  - h. Abide by all security restrictions regarding confidential information to which you have access, and exercise discretion and caution when communicating confidential student information over/through an unsecured source like e-mail or the Internet.
  - i. Comply with State and Federal law and District policy at all times.

#### Unacceptable Use

State and Federal law and District policy and procedure prohibit the abuse and inappropriate use of computing resources. Such prohibitions apply to e-mail services and include, but are not limited to, unauthorized entry, use, transfer, and tampering with the accounts and files of others, and interference with the work of others and with other computing facilities.

1. The use of any ECS (including, but not limited to facsimile machines, computers, e-mail, etc.) for private purposes may result in disciplinary action. Under certain circumstances it may be

2. beneficial to the District to allow personal use of such equipment/system. In such cases, the *employee must receive written permission from the principal or other supervisor.*
2. Transmission of any material in violation of any US or state regulation is prohibited. This includes, but is not limited to, copyrighted material, threatening or obscene material, or material protected by trade secret.
3. Use for commercial activities or private business is strictly prohibited. Users shall not initiate any purchases through on-line communication, except for approved business-related purchases.
4. Use for product advertisement or political lobbying is prohibited, except when used for instructional purposes.
5. Deletion, examination, copying, or modification of files and/or data belonging to others without their prior consent is prohibited.
6. Vandalism, defined as any malicious attempt to harm or destroy data of another user, is prohibited. This includes, but is not limited to, the uploading or creating of computer viruses, the use of the network to disrupt the use by others, the use of e-mail to disable servers or clog the access lines, and the destruction, modification, or abuse of hardware and software.
7. Creating, accessing, or processing hate mail, harassment, discriminatory remarks, pornographic references or graphics, and other antisocial behaviors are prohibited.
8. Use of computer resources to access or process inappropriate files or files dangerous to the integrity of the network is prohibited.
9. Illegal installation of copyrighted software for use on District computers is prohibited. Copying any copyright-protected material in violation of the copyright law is illegal and prohibited.
10. Plagiarizing material or information from any computer resource, whether from a single program or an Internet resource, is prohibited.
11. Transmission of material that is confidential SAISD information, which could result in harm to the District, is prohibited.
12. Users shall not shop online or download music using the District's ECS or access any website that is not for instructional or administrative purposes.
13. Users shall not play or download games, graphics, files, music or programs or surf the Internet using the District's ECS, even if the employee is off duty.

#### DISCLAIMERS

1. SAISD makes no warranties of any kind, whether expressed or implied, with regard to the use of District ECS including the Internet and District's Intranet.
2. SAISD will not be responsible for any damages a user suffers, including loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions.
3. Use of any information obtained via the Internet is at the user's risk. SAISD denies any responsibility for the accuracy or quality of information obtained through the Internet. A user assumes the risk of use or reliance on any information obtained through the network.
4. Every user is individually responsible for his/her own actions, including, but not limited to, any monetary commitments made through an Internet communication. The District specifically disavows legal responsibility for what a user may find on another site or for personal opinions of individuals posted on any site, whether or not operated by the District, or for monetary obligations entered into by students or employees while utilizing the District ECS.
5. SAISD does not condone, support, endorse, or authorize the individual actions of users of the District's computer or telecommunication resources.
6. The District's network resources may contain hypertext or other links to Internet or computer sites not owned or controlled by the District that may be of interest. The District does not supervise or control the content of these other sites. Any information appearing on external sites are not controlled, sponsored, or approved by the District.

**EMPLOYEE RESPONSIBILITY FOR MONITORING STUDENT USE**

The principal/designee shall organize a system for establishing Internet access for students and monitoring the student use on the campus. Employees are assigned the responsibility of monitoring student use to ensure compliance with the usage rules for students and shall be subject to disciplinary action if they fail to monitor as directed.

**DISCIPLINARY ACTIONS FOR MISUSE OR INAPPROPRIATE USE**

The rules listed in this procedure are not all-inclusive, but are only illustrative and representative. Appropriate disciplinary action shall be taken for acts of misconduct which are listed; disciplinary action may be taken for acts of misconduct which are not specifically listed. Disciplinary action may include termination.

1. Some violations of the conditions and rules are unethical and may constitute a criminal offense or may be grounds for disciplinary action up to and including termination.
2. Administrators shall use appropriate disciplinary actions based upon a careful assessment of the circumstances of each case and/or in accordance with Board policies.
3. The principal/department head shall investigate any report that unacceptable, inappropriate or unauthorized use has occurred and shall confer with the Human Resources Department regarding any action to be taken.

**ATTACHMENTS:**    **FORM D5-A:** *Notice to Access Electronic Communications of Others*  
                          **FORM D5-B:** *Employee Acceptable E-Mail Use Procedure Acknowledgement*  
                          *Form*  
                          **Form D5-C:** *Parent Acceptable Internet use Procedure Acknowledgement*  
                          *Form*

***See these INDEX references for related procedures:*** computer use – students; computer software copyrighted materials

**References:** Board Policy DH (LOCAL); CQ (LOCAL)

**Questions regarding this procedure should be addressed to the Accountability, Technology, MIS, 1702 North Alamo Street, San Antonio, Texas 78215/ (210) 354-3209.**